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**Chapter 10: Office of Foreign Missions**

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**General****A100101 Organization Files**

**Description:** Consists of background correspondence, reports briefing material, etc. documenting the creation, establishment and changes in organization and functions of OFM as a separate office under the authority of the Foreign Missions Act.

**Disposition:** Permanent. Cut off at the end of the calendar year. Retire to RSC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-87-9, item 1

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**A100102 Policy Files**

**Description:** Consists of memorandums, telegrams, correspondence, reports, etc., documenting the activities, operations, policies, and procedures of the Office of the Foreign Missions. This consists of information on reciprocity, interagency activities, working groups, criterion countries, congressional hearings, and issues that OFM is responsible for overseeing.

**Disposition:** Permanent. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old in 5 year blocks.

**DispAuthNo:** N1-59-92-1, item 1

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**A100103 Country Files - General**

**Description:** Consists of telegrams, memorandums, general correspondence, reports, and other documentation on issues of customs, taxes, contractors, motor vehicles, leases, etc. arranged by country on the foreign diplomatic, consular, and other employees of the foreign missions.

**Disposition:** Permanent. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-87-9, item 3

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**A100104 OFMIS - Computerized Information System**

**Description:** Multi-file on-line system provides information support for M/OFM's program requirements and affiliated organizations programs that have access to this system, e.g. Office of Protocol, US Mission to the United Nations, and the Interagency Liaison Group. This system consists of modules on accreditation activities for all Embassy, Consular and UN diplomats, staff, their dependents, and household staffs; Tax, Diplomatic Motor Vehicle and Customs functions.

**Disposition:** Delete information in database when no longer needed, as determined and cleared by the OFM Information Systems Manager.

**DispAuthNo:** N1-59-87-9, item 4

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**Chapter 10: Office of Foreign Missions**

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**Tax Division**

**A100201a** **Tax Exemption Files - Consists of diplomatic notes, telegrams, memorandums, general correspondence and other documentation concerning the exemption of real estate holdings and members of foreign missions from federal and state taxes, fees and licenses**

**Description:** a. Policy and procedural files on exemption for members of foreign missions.

**Disposition:** Permanent. Screen out information that has been superseded or of no further value. Retire to the RSC when 10 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-92-1, item 2a

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**A100201b** **Tax Exemption Files - Consists of diplomatic notes, telegrams, memorandums, general correspondence and other documentation concerning the exemption of real estate holdings and members of foreign missions from federal and state taxes, fees and licenses**

**Description:** b. Sales tax exemption card applications and diplomatic notes requesting replacement of lost or stolen sales tax exemption cards. Information is arranged by country exclusive of restricted countries.

**Disposition:** Retire to inactive files 1 year after departure of employee. Retire to RSC 2 years after departure of employee and destroy 5 years after departure of employee.

**DispAuthNo:** N1-59-92-1, item 2b

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**A100201c** **Tax Exemption Files - Consists of diplomatic notes, telegrams, memorandums, general correspondence and other documentation concerning the exemption of real estate holdings and members of foreign missions from federal and state taxes, fees and licenses**

**Description:** c. Sales tax exemption card applications and diplomatic notes requesting replacement of lost or stolen sales tax exemption cards pertaining to restricted countries.

**Disposition:** Retire to inactive files 1 year after departure of employee and destroy when 5 years old.

**DispAuthNo:** N1-59-92-1, item 2c

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**Chapter 10: Office of Foreign Missions**

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**A100201d** **Tax Exemption Files - Consists of diplomatic notes, telegrams, memorandums, general correspondence and other documentation concerning the exemption of real estate holdings and members of foreign missions from federal and state taxes, fees and licenses**

**Description:** d. Communications with state officials regarding tax exemption policies on gasoline, utilities, and sales for the foreign missions and personnel.

**Disposition:** Retain the final approval by the state and retire to RSC all other documentation when 2 years old. Destroy when 10 years old.

**DispAuthNo:** N1-59-92-1, item 2d

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**A100201e** **Tax Exemption Files - Consists of diplomatic notes, telegrams, memorandums, general correspondence and other documentation concerning the exemption of real estate holdings and members of foreign missions from federal and state taxes, fees and licenses**

**Description:** e. Gas Tax Quarterly Report. Identifies all foreign missions' personnel currently exempted from gas tax. Report is sent to all participating states.

**Disposition:** Destroy quarterly report when year-end report is generated.

**DispAuthNo:** N1-59-92-1, item 2e

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**A100201f** **Tax Exemption Files - Consists of diplomatic notes, telegrams, memorandums, general correspondence and other documentation concerning the exemption of real estate holdings and members of foreign missions from federal and state taxes, fees and licenses**

**Description:** f. Gas Tax Exemption Report. Reports generated monthly.

**Disposition:** Destroy when updated.

**DispAuthNo:** N1-59-92-1, item 2f

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**Chapter 10: Office of Foreign Missions**

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**Customs Division****A100301 Inspection and Exchange Rate Files**

**Description:** Country files containing inspection of household effects for incoming members of foreign missions, including liaison between missions and U.S. Customs.

**Disposition:** Destroy 1 year after completion of requests.

**DispAuthNo:** N1-59-92-1, item 3

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**A100302a Excise Tax Files - Country files consisting of cables, diplomatic notes and other correspondence requesting exemption to excise tax imposed on certain commodities imported by foreign governments and their members**

**Description:** a. Communications of a routine nature.

**Disposition:** Screen 1 year after completion of requests.

**DispAuthNo:** N1-59-87-9, item 7a

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**A100302b Excise Tax Files - Country files consisting of cables, diplomatic notes and other correspondence requesting exemption to excise tax imposed on certain commodities imported by foreign governments and their members**

**Description:** b. Communications requesting exemption to excise tax other than those described in "a" above.

**Disposition:** Retire one year after completion of requests. Destroy when 5 years old.

**DispAuthNo:** N1-59-87-9, item 7b

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**A100303a International Organization File - Consists of diplomatic notes, cables and general correspondence concerning foreign government owned organizations operating in the U.S. requesting accreditation, tax exemptions, and diplomatic privileges.**

**Description:** a. Routine requests and responses.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-87-9, item 8a

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**A100303b International Organization File - Consists of diplomatic notes, cables and general correspondence concerning foreign government owned organizations operating in the U.S. requesting accreditation, tax exemptions, and diplomatic privileges**

**Description:** b. Special Case Files.

**Disposition:** Transfer records of interest to the FBI. Destroy the remainder.

**DispAuthNo:** N1-59-87-9, item 8b

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**Chapter 10: Office of Foreign Missions**

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**A100304a Customs Clearance Requests**

**Description:** a. Diplomatic notes, forms, telegrams and other communications requesting free entry of merchandise into the U.S. by foreign governments and international organizations.

**Disposition:** Destroy 1 year after completion of request.

**DispAuthNo:** N1-59-87-9, item 9a

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**A100304b Customs Clearance Requests**

**Description:** b. Diplomatic notes and related communications concerning the authorization for temporary periods of blanket clearance to cover free entry of specified articles.

**Disposition:** Destroy 5 years after termination or clearance arrangement.

**DispAuthNo:** N1-59-87-9, item 9b

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**A100305 Clearances - Ship Files**

**Description:** Country files containing telegrams, diplomatic notes, and other correspondence requesting clearances for ceremonial, informal, and operational visits of ships, both U.S. and foreign.

**Disposition:** Destroy 1 year after approval of request.

**DispAuthNo:** N1-59-87-9, item 10

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**Chapter 10: Office of Foreign Missions**

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**Travel****A100401 Travel Services Requests/Travel Notification Forms**

**Description:** Forms submitted by foreign mission personnel requesting permission to travel within the U.S., requesting certain services, or notifying of intent to travel.

**Disposition:** Retire when 2 years old. Destroy when 5 years old.

**DispAuthNo:** N1-59-92-13, item 1

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**A100402 Computer System File**

**Description:** Information pertaining to OFM's automated system containing reports and correspondence on the development, expansion, and problems associated with the database.

**Disposition:** Screen periodically and destroy.

**DispAuthNo:** N1-59-87-9, item 12

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**A100403 Travel Policy Files**

**Description:** Files pertaining to the establishment of policies and/or procedures for restricted countries. Information is arranged by countries and consist of diplomatic notes, cables, action memorandums, etc.

**Disposition:** Permanent. Retain in 5 year blocks. Retire when 10 years old or sooner. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-92-13, item 2

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**A100404 Subject Files - Arranged by TAGS/Terms**

**Description:** Administration of the travel program including office organization, budget, training, travel, day-to-day personnel, computer applications, etc.

**Disposition:** Retire when 2 years old. Destroy when 5 years old.

**DispAuthNo:** N1-59-92-13, item 3

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**A100405 Chronological Files**

**Description:** Duplicate copies of documents that are filed either in the policy or subject files.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** N1-59-92-13, item 4

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**Chapter 10: Office of Foreign Missions**

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**Property****A100501 Leases**

**Description:** Files are arranged by country containing copies of leases required by members of the foreign diplomatic community.

**Disposition:** Transfer records of interest to the FBI one year after termination of the lease by foreign government. Destroy the remainder.

**DispAuthNo:** N1-59-87-9, item 13

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**A100502 Real Estate Files**

**Description:** Consists of memorandums, diplomatic notes, and cables of information arranged by country requesting approvals for leasing or purchasing properties. Files are on those countries whereby reciprocity or national security are issues requiring State Department's assistance and approval.

**Disposition:** Retire one year after termination of lease by foreign government or sale of property. Destroy when 5 years old.

**DispAuthNo:** N1-59-87-9, item 14

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**A100503a Custodial Property Files - Information on property which the Department of State has taken control of due to severance of diplomatic relations with the country**

**Description:** a. Background files contain information on maintenance, renovations, custodial responsibilities, bank accounts and any additional information pertaining to management of these properties.

**Disposition:** Retire to RSC when 5 years old. Destroy 10 years after diplomatic relations have been resumed.

**DispAuthNo:** N1-59-92-1, item 4a

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**A100503b Custodial Property Files - Information on property which the Department of State has taken control of due to severance of diplomatic relations with the country**

**Description:** b. Files maintained on individual tenants.

**Disposition:** Retire to RSC when properties are no longer occupied. Destroy 10 years after diplomatic relations have been resumed.

**DispAuthNo:** N1-59-92-1, item 4b

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**Chapter 10: Office of Foreign Missions**

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**A100504a Tax Exemption Files**

**Description:** a. Communications with local governments on policies and procedures on tax issues for the foreign missions and employees.

**Disposition:** Screen periodically and destroy when no longer needed.

**DispAuthNo:** N1-59-92-1, item 5a

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**A100504b Tax Exemption Files**

**Description:** b. Miscellaneous correspondence file with local governments on real estate issues regarding foreign governments.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-92-1, item 5b

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**A100505 Housing Program**

**Description:** Leases, subleases, memorandums, diplomatic notes, financial information, arranged by individual tenant name. Files are maintained on individual members of missions who are required to obtain housing through OFM. OFM is the legal tenant and the diplomat is subtenant of OFM.

**Disposition:** Retire to RSC at the end of the calendar year following the year in which the lease is terminated. Destroy 10 years after termination of the lease.

**DispAuthNo:** N1-59-92-1, item 6

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**Administrative****A100601 Bank Accounts**

**Description:** Contains bank accounts set up to pay for travel, hotels, contractors, etc. for members of foreign missions who are restricted based upon reciprocity. The foreign missions provide funding to reimburse OFM for all expenditures.

**Disposition:** Retire after completion of audit on accounts paid and destroy when 3 years old.

**DispAuthNo:** N1-59-87-9, item 17

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**A100602 Custodial Bank Accounts**

**Description:** Bank accounts managed by OFM of countries which the U.S. no longer maintains diplomatic relations. Assets of these countries are frozen by Treasury and a portion of that money is licensed to OFM for use in managing custodial properties.

**Disposition:** Retire bank account records when 5 years old. Consult with OFM Director of Administration for destruction of records after diplomatic relations have been resumed with the country.

**DispAuthNo:** N1-59-92-1, item 7

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**Chapter 10: Office of Foreign Missions**

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**Motor Vehicle Division****A100701 Motor Vehicle Registration Program**

**Description:** Consists of application forms, proof of ownership, sales documents, titles, registrations, and other documentation used in obtaining license plates and selling or exporting vehicles including criterion countries.

**Disposition:** Retire to RSC 1 year after departure of employee and destroy when 5 years old.

**DispAuthNo:** N1-59-92-1, item 8

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**A100702a Motor Vehicle Correspondence File - Consists of diplomatic notes, telegrams, and other correspondence on routine motor vehicle issues, i.e licenses, parking violations, driving violations, communications with local governments, etc. - Arranged by country**

**Description:** a. Parking and Driving Violations.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** N1-59-94-12, item 1a

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**A100702b Motor Vehicle Correspondence File - Consists of diplomatic notes, telegrams, and other correspondence on routine motor vehicle issues, i.e licenses, parking violations, driving violations, communications with local governments, etc. - Arranged by country**

**Description:** b. Other Correspondence.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-59-94-12, item 1b

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**A100703 Driver License Program**

**Description:** Consists of photographs, application forms, and other supporting documents and correspondence needed for issuance of driver licenses to members of foreign missions.

**Disposition:** Retire to RSC 1 year after departure of employee and destroy when 5 years old.

**DispAuthNo:** N1-59-92-1, item 10

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**A100704 Motor Vehicle Insurance**

**Description:** Copies of insurance policies on motor vehicles owned by members of foreign missions.

**Disposition:** Retire to RSC 1 year after departure of employee and destroy when 5 years old.

**DispAuthNo:** N1-59-92-1, item 11

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**Chapter 10: Office of Foreign Missions**

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**Contractor Division**

**A100801a Contractors' Files - Consists of contractors who provide services to OFM and/or services for renovations and improvements to buildings owned or occupied by criterion countries**

**Description:** a. Copies of architectural drawings.

**Disposition:** Permanent. Retire when 5 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-92-1, item 12a

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**A100801b(1) Contractors' Files - Consists of contractors who provide services to OFM and/or services for renovations and improvements to buildings owned or occupied by criterion countries**

**Description:** b. Contracts and related papers and correspondence.

(1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.

**Disposition:** Destroy 6 years and 3 months after final payment.

**DispAuthNo:** GRS 3, item 3a(1)

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**A100801b(2) Contractors' Files - Consists of contractors who provide services to OFM and/or services for renovations and improvements to buildings owned or occupied by criterion countries**

**Description:** b. Contracts and related papers and correspondence.

(2) Transactions of \$25,000 or less and construction contracts under \$2,000.

**Disposition:** Destroy 3 years after final payment.

**DispAuthNo:** GRS 3, item 3a(2)

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**A100802 Relocation Files**

**Description:** Information regarding the relocation from the Iranian Embassy to the current location of SA-33. Contains arrangements with contractors for moving, blueprints of the old building and the current site, and any other information regarding this effort.

**Disposition:** Retain all blueprints for future reference. Destroy other background documents when no longer needed.

**DispAuthNo:** N1-59-92-1, item 13

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